



Job Postings

POSITION AVAILABLE

JOB CATEGORIES > SUPPORT STAFF POSITION TYPES > TRANSPORTATION POSITIONS

OPEN

POSTING DATE: 06/02/2008

CLOSE DATE:

VACANCY NUMBER: 00002502

LOCATION: TRANSPORTATION

POSITION: TRANSPORTATION OPERATIONS SPECIALIST

JOB

QUALIFICATIONS:

Strong skills in computer programs including word processing, data base programs required. Programs specific to Transportation strongly preferred, such as Versatrans and TOM Field Trip Software. Excellent interpersonal communication skills and the ability to develop and maintain effective relationships with staff, administration and community members. Capable of directing large numbers of workers. Ability to read and interpret general documents such as employee handbooks and safety/training manuals. Ability to write general correspondence and speak effectively with others. Ability to manage multiple projects or assignments. Strong organizational skills. Knowledge of and adheres to all policies, regulations and procedures. Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals. Ability to interpret assortment of instructions furnished in variable forms. Ability to apply reason to research and solve moderately complex issues with little or no assistance.

JOB DESCRIPTION: To support the daily activities of school bus drivers, cover drivers and aides in providing safe, efficient transportation.

DUTIES AND RESPONSIBILITIES:

1.	Supports Assistant Director of Transportation of all activities of assigned school bus drivers.
2.	Checks and verifies payroll/timesheet data for assigned school bus drivers.
3.	Observes quality of work, attendance and assists with evaluations for all employees under his/her direction.
4.	Responds to emergency calls and accidents as needed.
5.	Coordinates with parents, administrators, and others as needed to resolve conflicts.
6.	Serves as a back up school bus driver and dispatcher as needed.
7.	Assists in planning transportation services for the district.
8.	Providing feedback to the training department, suggesting needed training to improve bus driver performance.
9.	Establish and maintain good rapport with students, employees, community members and vendors.
10.	Maintains a high level of ethical behavior and confidentiality.
11.	Other job related duties as assigned.

REQUIRED EXPERIENCE:

High school diploma or GED, current Commercial Driver License and Arizona School Bus Driver Certification. Five (5) years of progressively responsible transportation routing, scheduling, planning or closely related experience including three (3) years as a school bus driver/trainer. Previous leadership experience desired, preferably in a transportation setting.

OTHER INFORMATION:

APPLY TO: www.dysart.org

SALARY: Grade 25, Salary schedule starts at \$15.13 per hour

DAYS: 257

FROM - TO -

GROUP / GRADE:

START DATE: 7/1/2008